Chapter 1

What is the Modern DCPDS?

Chapter Overview

Introduction

Before you learn how to use the modern Defense Civilian Personnel Data System (DCPDS), you may find it helpful to understand why we have it, how it operates, and its features and benefits.

Chapter Contents

What is the Modern DCPDS?

What Is It?

The modern DCPDS is a human resources information system that will support civilian personnel operations in the Department of Defense (DoD).

The modern DCPDS allows the Department to move from multiple systems to a single information system for DoD civilian employees.

Who Does It Support?

The system is being designed to support appropriated fund, non-appropriated fund, and local national human resources operations.

What Does It Replace?

The modern DCPDS supports multiple human resource applications and is designed to replace a number of information systems used today, throughout the Department, to manage civilian human resources.

It replaces the current Defense Civilian Personnel Data System (known also as the legacy DCPDS). Additionally, the Corporate Management Information System (CMIS), a part of the modern DCPDS, is designed to replace Component headquarters data systems.

Modern DCPDS Architecture

The modern DCPDS has a new architecture. It operates:

- On a Client-server platform.
- In an open system environment.
- With a relational database.

It replaces the old mainframe architecture, flat files, and table driven programs of the legacy system, which were cumbersome to use and expensive to maintain. The new architecture will provide increased access to information, be easier to use, reduce reliance on paperwork, and reduce redundant operations.

Terminology

Many of the terms used in explaining the modern DCPDS may be unfamiliar to you. The tables that follow define a number of terms associated with DoD personnel systems, regionalization of personnel operations, and computer systems terminology. You may also refer to the Glossary for additional information

Continued on next page

What is the Modern DCPDS?, Continued

DoD System Terms

The following are terms associated with Department of Defense civilian personnel systems.

Term	Meaning
Legacy System	The term used to refer to the current Defense Civilian Personnel Data System (DCPDS). The legacy DCPDS will be phased out and replaced by the modern DCPDS.
Modern DCPDS	The new civilian personnel data system that has been developed to replace other civilian personnel data systems, including the legacy system.
Integrated Personnel Process Improvements (PPI) Suite	A collection of automated software tools that perform electronic processing of personnel actions, automated job classification, and containing a database of employees, positions, and organizational data. The Integrated PPI suite is a "front-end application" to the Legacy DCPDS database. The Integrated PPI Suite was developed as an interim automation effort pending the deployment of the modern DCPDS. The Integrated PPI Suite is sometimes referred to as the Interim System.

Continued on next page

What is the Modern DCPDS?, Continued

Computer System Terms

The following are computer system terms that will help you understand the modern DCPDS

Term	Meaning
Open System	Refers to the physical and logical organization of system functions, structures, and operations based upon commercial and federal government standards. An open system is a collection of interacting software, hardware, and human components.
Network	This is a system composed of hardware and software communications systems. It can be classified as Local Area Network, Metropolitan Area Network, or Wide Area Network. The classifications are based on how far the network reaches, or its geographical extensions. It can also be classified according to the protocols that are used.
Server	In a network, a server is the computer that acts as the central machine to provide resources such as communications, printers, and software applications. The server may store user information and files that may be used by more than one machine or in more than one location.
Client-Server	A client-server system is based on the principle that most of the resources of a network are centralized and can be accessed through a server. In a network, a client is a workstation that is used to access the server (e.g., the computer on your desk). The modern DCPDS database that you will access when using the system will be located on a server. You will connect to the database through a client machine (a desktop computer).
Local Area Network (LAN)	A computer network that is centered at one location. It can range from two or three workstations to hundreds.
Wide Area Network (WAN)	Several local area networks tied together at different locations.

Continued on next page

What is the Modern DCPDS?, Continued

Computer System Terms (continued)

Term	Meaning
Relational Database	A database management system with the ability to access data organized in tabular files that may be related by a common "key" item, data field, or column. A relational database has the capability to merge the data items from different files, thus providing powerful tools for data usage and reducing data entry.
Graphical User Interface (GUI)	An interface or menu system, such as Microsoft Windows, that uses a series of icons or other visual objects to assist the user in operating the software.

Regionalization Terms

The following are terms associated with the DoD regionalization effort.

Term	Meaning
Regional Service Center (RSC)	Regionalization is a Department-wide effort that consolidates civilian personnel operations into Regional Service Centers. A Regional Service Center provides centralized processing operations.
Customer Support Unit (CSU)	In Regionalization, the Customer Support Unit is the on-site personnel office that handles the face-to-face customer activities for civilian personnel operations.

Why Build the Modern DCPDS?

Reasons for Building the modern DCPDS

There are many good reasons for building a new human resources information system to support the DoD civilian personnel programs. Below are the major reasons.

Reason	Explanation
To reduce multiple systems	In the past the DoD Components developed and used multiple and duplicative human resources information systems to accomplish the same type of work. The modern DCPDS is a single, integrated system to be used by all DoD organizations.
To reduce costs	Elimination of multiple data systems with varying requirements to accomplish similar tasks will reduce costs to DoD.
To support Regionalization	The modern DCPDS will meet the dynamic needs of the Department with fewer personnelists while responding to increased needs for HR information.

How Does the Modern DCPDS Work?

Network Environment

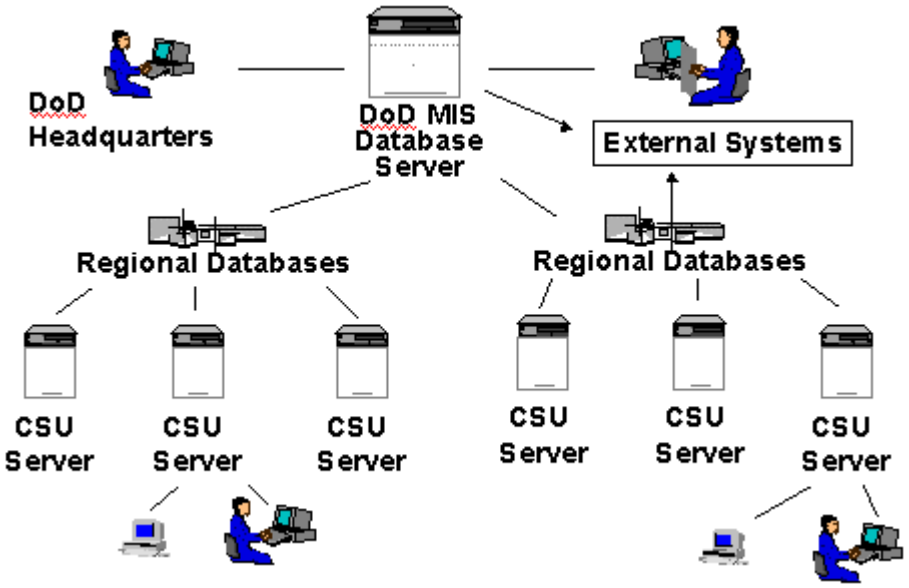
The modern DCPDS will operate via a network environment.

Information Flow

Information will flow between CSUs and their respective RSCs via servers located at each CSU and RSC. There will be regional databases across the Department -- one for each RSC.

Illustration of Operating Environment

This is an illustration of the modern DCPDS operating environment.



RSC Database

The RSC will house a database that will have information for all employees serviced by the Region. Data for the entire RSC, or each serviced CSU, can be accessed at the Region.

Continued on next page

How Does the Modern DCPDS Work?, Continued

Corporate Management Information System	Regional servers will link the regional databases to the DoD Corporate Management Information System (CMIS), where information on all DoD employees will be maintained. The CMIS will provide Component Headquarters access to Component information and the Department access to DoD-wide human resources information.
System Access	Access to the system, at all levels within the Department, will be based on an individual's official need for information. Each Component has responsibility for granting access privileges.

Benefits to the User

Introduction	Using the modern DCPDS will take a period of adjustment, but ultimately you, the user, will appreciate the benefits of increased access to information, enhanced productivity, reduced redundancy, and improved operations.
Easier to Use	The modern DCPDS features a standard Windows format with easy point-and-click maneuvering. Words, lists of values, edits, and on-line help replace the codes, manual table look-ups, and guess-work of legacy systems.
Better Access To Information	From your desktop, you will be able to track the status of personnel actions and access up-to-date information about employees, positions, and recruitment activities (from individual queries to workforce reports).
Reduced Reliance on Paperwork	Electronic routing and instant on-line access to up-to-date information will reduce reliance on paperwork. The data in the system will be available to you when you need it – so you won't have to search for documents or wait for reports that only system support people can give you. Electronic data, unlike paper documents, cannot get lost amongst paperwork. You will spend less time tracking down papers and personnel folders because much of the data you need to do your work will be on your desktop in the system.
Reduced Redundant Operations	Redundant operations and duplicate data entry will decrease dramatically. With its relational database, data already input (manually or electronically scanned, as in the case of resumes) will flow and display wherever it is used, and multiple systems will be updated automatically. Tracking of actions will be done electronically.
Reduced Inquiries from Managers	Managers will be able to directly access information about their employees and positions, run reports, and track the status of personnel actions. Automation will also assist in rating and ranking job candidates.

Data and Task Flow in the Modern DCPDS

Introduction

The modern DCPDS supports the full range of requirements for processing personnel actions and maintaining workforce data, including:

- Creating and maintaining work structures and position data.
- Applicant rating and referral processes and data.
- Employee appointment, reassignment, promotion, and other assignment actions.
- Administration and maintenance of employee benefits, training, and performance management.
- Viewing, tracking, and reporting data.
- Electronic routing of personnel actions between managers, local personnel offices, and regional servicing centers.

Data Flow

The modern DCPDS is a system of integrated applications; at its core is a relational database. Data is entered into the database from a variety of points within the system, then it is shared across the system electronically (so you do not need to enter the same data more than once).

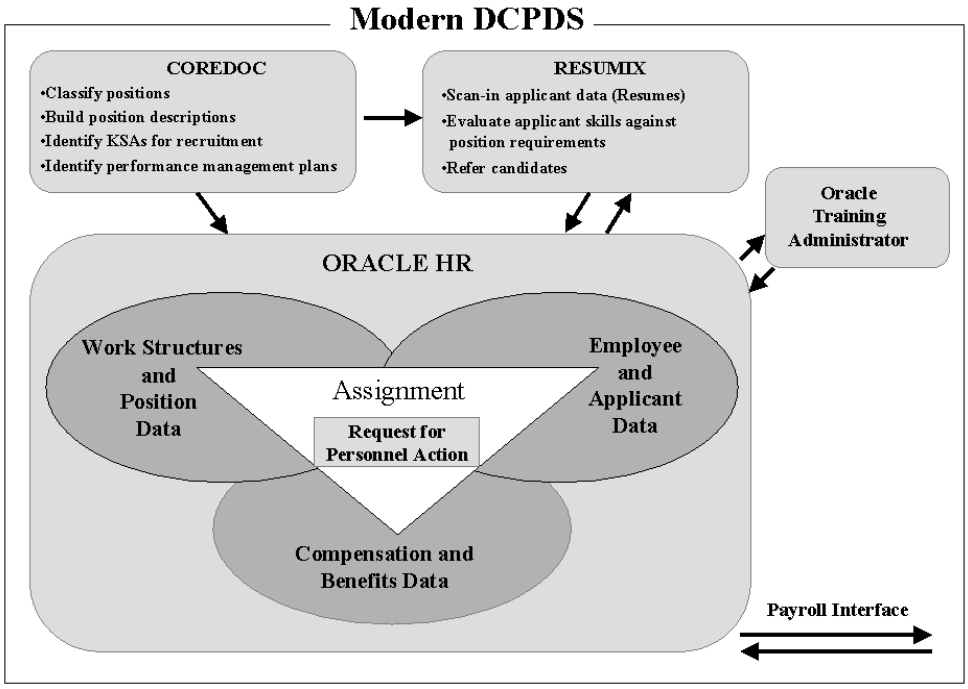
◆ **Examples**:

- When you process a Request for Personnel Action (RPA) in the modern DCPDS, data that is already in the database (e.g., position data) is automatically inserted into the online RPA form.
- When you process a recruitment action using Resumix (an automated applicant rating and referral system), data gathered through Resumix on the selectee flows to your appointment Request for Personnel Action and the modern DCPDS database.
- If you classify a position using COREDOC, that position information flows to your fill action and the modern DCPDS database.
- If you enroll an employee in a training Event in Oracle Training Administration (OTA), and the employee completes the training, the information flows to the modern DCPDS database.

Continued on next page

Data and Task Flow in the Modern DCPDS, Continued

Illustration



Data Flow

The major components of the modern DCPDS are: Oracle HR, Resumix, COREDOC, and Oracle Training Administration (OTA). The chart below identifies some of the major flows of data between the different parts of the modern DCPDS.

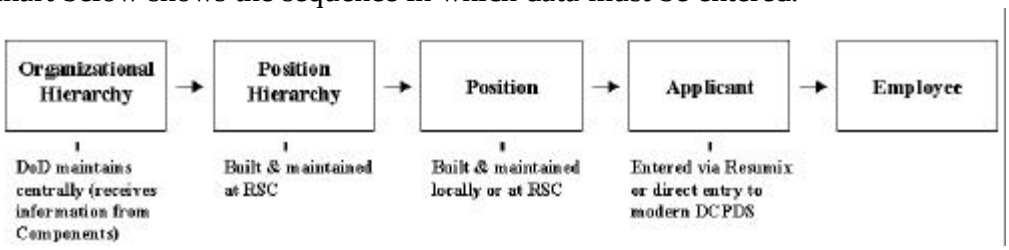
Data Flow	Type of Data
COREDOC to Oracle HR	• Position data
COREDOC to Resumix	• KSAs
Resumix to Oracle HR	• Applicant data
Oracle HR to Resumix	• Position data • Employee data
Oracle HR to OTA	• Position data • Employee data
OTA to Oracle HR	• Completed Training data

Continued on next page

Data and Task Flow in the Modern DCPDS, Continued

Task Flow

There are some basic task flow business rules in the modern DCPDS. The chart below shows the sequence in which data must be entered.



While data must be entered in a particular sequence, you can process actions before their effective dates through a feature called DateTrack. Specific business rules and how to use DateTrack to process actions are explained later in the User Guide.